

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

29 October 2020

Dear Councillor,

You are formally **summoned** to attend a virtual meeting of the  
**CENTRAL SWINDON NORTH PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE** to be held on  
**TUESDAY 3 November at 7.00pm**  
at **ZOOM LINK** (provided by the Head of Finance & Governance)



Andy Reeves  
Parish Clerk

## **AGENDA**

Public Questions, Comments or Representations (**maximum of 10 minutes**)

Central Swindon North Parish Council is committed to increasing its accountability to the public and to promoting active citizenship. A maximum of 10 minutes will be allowed at the start of all Council meetings for questions to the Chair from members of the public about the work of the Council (except for confidential matters and specific planning applications). Questions must be relevant, clear and concise. Because of time constraints Public Question Time is not an opportunity to make speeches or statements. Prior notice of a question to the Clerk is desirable - particularly if detailed background information is needed.

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**  
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council in May 2017.
3. **Minutes of the Previous Meeting**  
To review and approve the minutes of the previous meeting (attached).
4. **Transaction Logs**  
Cllr S Excel to confirm review of September transaction logs.
5. **Capital YTD Spend**  
To CONSIDER the Capital Expenditure spreadsheet 2017-2020 presented jointly by the Head of Finance & Governance and the Clerk.
6. **Southbrook Car Park**  
To review a proposal from the Estates Manager to resurface the pavilion car park.
7. **St Marks Tennis Centre Car Park**  
To review a proposal from the Estates Manager to resurface the St Marks car park extension to the South.
8. **Penhill Bowls Club Wall**  
To CONSIDER the report of the Estates Manager, regarding repairs to the Penhill Bowls Club Wall (attached).

9. **Budget 2020/21**  
To NOTE the report of the Head of Finance & Governance (HoF&G) regarding the second quarter budget review, year-end projections and 2021/22 budget recommendations.
  
10. **Bad Debt**  
To CONSIDER the report of the Finance Administrator regarding the writing off, of aged bad debts (attached).
  
11. **Essential Car User allowance**  
To CONSIDER the report of the Clerk regarding shared vehicle restrictions for front line Officers
  
12. **Grounds & Handyperson**  
To CONSIDER the report of the Clerk regarding the appointment of Grounds and Handypersons (attached).
  
13. **Audit Working Party Meeting**  
To NOTE the notes of the Audit Working Party meeting held on Tuesday 20 October 2020 (attached).

Members of Parish Council

Cllr Kevin Small (Chair)  
Cllr Mick Lucas (Vice-Chair)  
Cllr John Ballman  
Cllr Ray Ballman  
Cllr Paul Exell  
Cllr Steph Exell  
Cllr Javes Rodrigues  
Cllr Tom Smith

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.